

**CHECKLIST FOR PREPARATION OF  
DOCUMENTS TO BE RECORDED**

**RECORDING FEES**

**REAL ESTATE TRANSFER RETURN  
INFORMATION**

1. Legible print or typing in BLACK ink. Faded material and too small of print does not reproduce well.
2. Correct and traceable description of the property.
3. If document is a conveyance or an encumbrance, identify property as homestead or non-homestead.
4. Grantor signatures should agree with names in the body of the document.
5. Name of person who drafted the document.
6. Execution date and date acknowledged or authenticated.
7. Notary Public signature, expiration date and seal OR authenticator signature.
8. Names inserted in acknowledgment or authentication.
9. Corporate seal, if applicable.
10. **ALL FEES are to be paid at the time any documents are recorded or requests for copies are fulfilled.**

MAKE CHECKS PAYABLE TO REGISTER OF DEEDS

RECORDED DOCUMENTS will be returned to sender or designee.

**NOTE:** Wisconsin Statutes 59.57(12b)-any instrument submitted for recording shall contain a blank space at least 3"x3" in the upper right hand corner on the first page for the recording stamp, minimum 1/2 inch margins at the top of each page, minimum 1/4 inch margins on sides and bottom of each page. A cover sheet may be used to meet these requirements. The cover sheet must indicate the document title. The cover sheet will increase the recording fee by \$2.00.

|   | <b><u>First<br/>Page</u></b> | <b><u>Each<br/>Add'l<br/>Page</u></b> |
|---|------------------------------|---------------------------------------|
| Deeds, Mortgages, Land Contracts, Satisfaction, Miscellaneous Documents, Etc. | \$11                         | \$2                                   |
| Lis Pendens   | \$11                         | \$2                                   |
| Certified Survey Maps   | \$11                         | \$2                                   |
| Federal Tax Liens & Releases (effective 4/23/04)                              | \$11                         | \$2                                   |
| Executions  | \$11                         | \$2                                   |
| Writ of Attachments   | \$11                         | \$2                                   |
| Bill of Sale  | \$11                         | \$2                                   |
| Termination of Decedents Property Interest                                    | \$25                         | n/c                                   |
| Filed documents for which No other fee is specified In Wis. Statutes          | \$11                         | \$2                                   |
| PLATS (Recorded plats are not returned)                                       |                              |                                       |
| A. Subdivision Plat, 22" x 30" (Regardless of number of pages)                |                              | \$50                                  |
| B. Condominium Plat, 14" x 22" (Regardless of number of pages)                |                              | \$50                                  |
| C. Cemetery Plats, 22" x 30" (Regardless of number of pages)                  |                              | \$50                                  |
| D. DOT Transportation Project Plats, 22" x 30" (one page is one plat)         | \$25                         |                                       |

**COPIES** of recorded documents are:

|  |     |
|--|-----|
| First Page                                     | \$2 |
| Each additional page of the same document      | \$1 |
| Certification if a certified copy is requested | \$1 |
| Fee for Faxing documents                       | \$1 |
| Subdivision Plat copies                        | \$6 |

1. A transfer return form is required for all conveyances **EXCEPT** when exemptions 1, 2R, 4 or 11 apply to your situation. No return is required with respect to conveyances exempt under s.77.25(2) unless the transferor is also a lender for the transaction.
2. Form is to be COMPLETED IN DETAIL and must be typed or printed in BLACK INK.
3. Conveyances dated 9/1/81 or thereafter are computed at the current rate of fee of 30c per \$100 or \$3.00 per \$1000 of real estate value rounded off to the next higher hundred except when the following apply:
  - a. Deeds in fulfillment of a **recorded land contract, which was dated 12/17/71 to 9/1/81**, are computed at 10c per \$100 or \$1.00 per \$1000 of value rounded up to the next higher hundred.
4. Deeds in fulfillment of a recorded land contract dated prior to 12/17/71 require no fee or return.
5. As of August 1, 1992 transfer fees are due and payable at the time land contracts are recorded.
6. **VALUATION MUST BE SHOWN** when document is exempt, except if exempt under 77.25(3) and (10).
7. **BOTH GRANTOR AND GRANTEE (OR THEIR AGENT) MUST SIGN FORM. SOCIAL SECURITY NUMBERS OR FEDERAL EMPLOYER IDENTIFICATION NUMBER OF THE GRANTOR AND GRANTEE ARE REQUIRED.**
8. Transfers involving rental property must be accompanied by one of the Department of Commerce forms:
  - Certificate of Compliance
  - Stipulation
  - Waiver

## UNIFORM COMMERICAL CODE FINANCING STATEMENTS

Effective July 1, 2001, UCC filings (except for those attached to real estate) that were formerly sent to Oneida County now should be filed with the Department of Financial Institutions.

Wisconsin Dept. of Financial Institutions  
PO Box 8861  
Madison WI 53708-8861

Their website is [www.wdfi.org](http://www.wdfi.org)

Uniform Code Section 608-261-9548

(Real Estate Filings Wis. Statutes 409.402(5))  
UCC-3 (first page) \$11  
(each additional page) \$ 2

Copies (first page) \$ 2  
(each additional page) \$ 1

## VITAL RECORDS FEE SCHEDULE

1. **Birth Certificates** \$12
2. **Death/Marriage Certificates** \$ 7

Additional copies of the same certificate of any of the above, ordered at the same time \$ 3

\*The cost of a birth certificate includes \$7 to be sent to the Wisconsin Children's Trust Fund to prevent child abuse and neglect within the state.

## GENEALOGY INFORMATION:

Individual vital records retrieval for genealogy will be available only from:

9:00 am to 10:00 am  
and  
2:00 pm to 3:00 pm

Indexes will remain available for public use at any time.

**Office Hours**  
**8:00 A.M. – 4:30 P.M.**  
**Monday – Friday**  
**Except the following holidays:**

**New Year's Day**  
**Good Friday**  
**Memorial Day**  
**Independence Day**  
**Labor Day**  
**Thanksgiving Day**  
**Day after Thanksgiving**  
**Christmas Eve Day**  
**Christmas Day**

**Please see the following websites for more information:**

Wisconsin Register of Deeds Association:  
[www.wrdaonline.org](http://www.wrdaonline.org)

Wisconsin Department of Financial Institutions:  
[www.wdfi.org](http://www.wdfi.org)

Wisconsin Child Support Liens:  
[www.dwd.state.wi.us/LienDocketWeb/default.asp](http://www.dwd.state.wi.us/LienDocketWeb/default.asp)

Wisconsin Department of Commerce:  
[www.commerce.state.wi.us](http://www.commerce.state.wi.us)

Wisconsin Department of Revenue:  
[www.dor.state.wi.us](http://www.dor.state.wi.us)

Revised July 2004

# Register of Deeds

## Oneida County

### Wisconsin

### Fee Schedule

**Oneida County Courthouse**  
**P.O. Box 400**  
**Rhineland, WI 54501**  
**(715)369-6150**  
**(715)369-6151**  
**(715)369-6222 (Fax)**

**Most fees are governed by Wisconsin Statutes and are uniform throughout the state. It is a pleasure to be of service to you. I hope this fee schedule will be of some assistance.**

**Thomas H. Leighton**